



## LARK Skin Co. Manager Description

LARK Skin Co. is looking for a Shop Manager to assist with day-to-day and some high level business management. This position will report to the shop three days a week with time will be allotted for some work from home. The Shop Manager will also serve as the retail associate when in Shop and main point of contact for customer service. This position will report to Lisa Dolan, founder + co-owner. All interested applicants should email resume to [hello@larkskinco.com](mailto:hello@larkskinco.com) by July 10, 2019. Interviews will begin upon receiving applications. Anticipated start date of August 15, 2019.

### Responsibilities:

- Responsible for all areas of **Shop**:
  - Manage all aspects of Shop maintenance including general upkeep, relationships with vendors (window / regular cleaning services, etc.), and ordering and stocking all necessary supplies.
  - Manage LARK product stock including inventory, labeling product and replenishing shelves..
  - Manage outgoing wholesale orders including processing, packing and shipping all wholesale orders, managing Faire site, vendor relationships and follow up.
  - Manage incoming wholesale orders including researching and ordering new products for shop based on trends and seasons.
  - Manage LARK retail orders including processing, packing, and shipping.
- Responsible for all areas of **treatments**:
  - Serve as point of contact for Holistic Estheticians regarding schedule, supplies, marketing requests, etc.
  - Oversee the treatment schedule and handle all scheduling conflicts, cancellations, etc.
  - Oversee Holistic Estheticians' quarterly commission.
  - Manage relationship with linen service.
- Support areas of **marketing**, including:
  - Assist in social media, specifically Instagram stories.
  - Assist in website management including site content updates as it relates to product.
  - Assist in event strategies and execution.

**Qualifications:**

- Ability to act proactively and take initiative.
- Ability to take direction and absorb information quickly.
- Ability to manage multiple projects and priorities.

**Requirements:**

- An interest in and passion for the beauty industry and natural skincare.
- Transportation to get to and from work, events, etc.
- Proficiency in Adobe Creative Suite a plus.
- Proficiency in Square Appointments a plus.
- Proficiency in Shopify a plus.

**Time Commitment:**

- Approximately 20 hours per week
  - Thursday-Saturday\* 10 am- 4 pm
  - Additional hours available during the holiday season
  - Two weeks of vacation annually in addition to all US National holidays
- \* Saturday availability is required*

**Benefits:**

- Compensation is hourly and negotiable dependent on experience
- 50% off all LARK product purchases
- 20% off all other product purchases
- One treatment allotted quarterly